

Approved For Release 2001/09/04 : CIA-RDP83-01004R000200110003-8

This Notice is Current Until Rescinded

PERSONNEL

HN

POSITION CLASSIFICATION APPEALS PROCEDURE

STATINTL

Reference: HR [REDACTED] Position Evaluation

Recission: HN [REDACTED] dated 28 April 1978

1. This notice revises the formal appeals procedure to resolve disputed classification findings of General Schedule and Wage Grade positions. The Director of Personnel is delegated the authority and has the responsibility to classify, as to title, series and grade, all Agency General Schedule positions and all Wage Grade positions. This authority and responsibility has been redelegated to the Chief, Position Management and Compensation Division.
2. In those instances where there is disagreement with the classification findings of the Position Management and Compensation Division (PMCD) of the Office of Personnel, the component head may submit an appeal in writing to the Director of Personnel within 30 calendar days from receipt of such findings. The component head may request in writing to the Director of Personnel an extension of the thirty days limit when additional time is necessary for submitting a meaningful appeal, provided that the requested time extension is specifically stated. Following a review of the contested classification findings, the Director of Personnel will render classification decisions which will be implemented on the staffing complement by PMCD.
3. Where there is disagreement with the decisions of the Director of Personnel, the component head may refer the matter to the appropriate Deputy Director who, after review of the determinations, may meet with the Director of Personnel with the intent of reconciling the issues involved. If the Director of Personnel sustains the original appellate decisions, the Deputy Director may submit an appeal in writing, through the Director of Personnel, to the Deputy Director of Central Intelligence whose decisions will be final.

Frank C. Carlucci  
Deputy Director of Central Intelligence

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Page

REVISIONS TO HR [REDACTED]

STATINTL

- 2        11. a.    Rephrase second sentence in paragraph to read: "The objective of Agency position classification is to provide a position grade structure which will promote and maintain internal job/pay equity within occupations across Agency components, and to the extent practicable, ensure comparability with position grade structures throughout the Federal Government for similar kinds and levels of work."
- 2        b (2)    Change sentence to read: "The intent of Public Law 313, August 1947, for the identification of scientific positions within the Senior Intelligence Service."
- 3        b (3)    Delete sentence and substitute the following: "The provisions of the Federal Civil Service Reform Act of 1978 as they apply to the classification of positions into levels 1 through 6 of the Senior Intelligence Service."
- 4        c (4)    Delete "Director of Personnel" and substitute "appropriate authority."
- 4        d (1)    Delete phrase "through grade GS-18, SPS, Executive Pay Schedule" and substitute the following: insert comma after schedule and insert "levels 1 through 6 of the Senior Intelligence Service."
- 5        d (3)    Change paragraph to read: "The development, implementation, maintenance of, and adherence to, position classification standards that recognize the atypical characteristics of certain Agency occupations and reflect the methodologies of job evaluation systems in use throughout the Federal Government competitive service."
- 5        e (1)    Underline "The Director of Central Intelligence or designee will:"
- 6        e (1) (b)    Change paragraph letter to (c) and rephrase as follows: "Approve the classification of positions into levels 1 through 6 of the Senior Intelligence Service."
- 6        e (1) (c)    Change paragraph letter to (d)
- 6        e (1) (b)    New sentence to read: "Approve evaluation criteria for classifying positions into levels 1 through 6 of the Senior Intelligence Service."
- 6        e (2)    Underline "Deputy Directors and Heads of Independent Offices will:"

- 7 e (2) (d) Change paragraph to read: "Ensure draft position classification standards are reviewed by appropriate subordinate officials for accuracy of occupational coverage, proper levels of work and recommend pertinent changes."
- 7 e (3) Underline "Managers and Supervisors as a part of their managerial responsibilities will:"
- 7 e (3) (b) Correct the spelling of "validity".
- 7 e (3) (d) Insert the word "written" between "prepare" and "justifications."
- 7 e (3) (e) Insert new paragraph to read: "As circumstances dictate, request in writing to the Director of Personnel an extension of the 30 days time limit for submitting position classification appeals".
- 7 e (4) Underline "The Director of Personnel will:"
- 7 e (4) (b) Insert the words "General Schedule" after the word "Agency."
- 8 e (4) (c) Revise sentence to read: "Adjudicate classification appeals submitted by the head of a component for all General Schedule and wage grade positions under dispute."
- 8 e (4) (e) Insert new paragraph to read: "Approve requests from component heads for extension of time limit for submitting position classification appeals based on the merits of each individual request."
- 8 e (5) Underline "The Chief, Position Management and Compensation Division (PMCD), Office of Personnel will:"
- 8 e (5) (b) Revise sentence to read: "Approve and implement classification findings for positions in the General Schedule and for all wage grade positions if appeals by the component head have not been submitted in writing to the Director of Personnel within 30 calendar days after the component has been duly notified of such findings."
- 8 e (5) (d) Delete "Director of Personnel" and insert "appropriate authority".
- 9 e (5) (i) New paragraph as follows: "Provide justification data in defense of disputed position classification findings to the appellate authority on a priority basis."

- 9 f. Change first sentence in paragraph to read: "Classification findings by PMCD concerning General Schedule and wage grade positions may be appealed by the head of a component in writing to the Director of Personnel within 30 calendar days of notification of such findings."
- 9 f. Insert new sentence after first sentence in paragraph as follows: "The component head may request in writing to the Director of Personnel an extension of the thirty days limit when additional time is necessary for submitting a meaningful appeal, provided that the requested time extension is specifically stated."
- 10 f. Change last sentence in paragraph to read: "If the Director of Personnel sustains the original appellate decisions, the Deputy Director may submit an appeal, through the Director of Personnel, to the Director of Central Intelligence or designee for final adjudication."

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HR [REDACTED]

SYNOPSIS. This regulation prescribes the objective, policy, parameters, responsibilities, and appeal procedure that govern the Agency's position classification program.

11. POSITION CLASSIFICATION

a. GENERAL. The Director of Central Intelligence is authorized to establish salary levels of rates of pay for Agency employees by the Central Intelligence Act of 1947, as amended. The objective of Agency position classification is to provide a position grade structure which will promote and maintain internal job/pay equity within occupations across Agency components, and to the extent practicable, ensure comparability with position grade structures throughout the Federal Government for similar kinds and levels of work.

b. POLICY. Insofar as practicable, it is Agency policy to adhere to:

- (1) The basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions.
- (2) The intent of Public Law 313, August 1947, for the identification of scientific positions within the Senior Intelligence Service.
- (3) The provisions of the Federal Civil Service Reform Act of 1978 as they apply to the classification of positions into levels 1 through 6 of the Senior Intelligence Service.
- (4) The Federal Wage System for the classification of local area wage positions.
- (5) Lead agency pay practices for the classification of Government Printing (GP) and Graphic Arts (GA) positions.
- (6) 
- (7) The military occupational classification system for Agency positions that require the assignment of military personnel.

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c. DEFINITIONS

- (1) POSITION. The duties and responsibilities which, in the aggregate, constitute a job requirement as assigned to an employee by Agency management.
- (2) POSITION CLASSIFICATION. The data collection, analysis, evaluation, and approval of positions by salary or wage schedule, position title, occupational code, and grade.

- (3) POSITION DESCRIPTION. The official documentation which describes major duties, responsibilities, and related requirements of a position.
- (4) POSITION CLASSIFICATION STANDARD. The criteria approved by the appropriate authority for classifying positions by schedule, title, occupational code, and grade.
- (5) SURVEY. Comprehensive position classification and position management review of organizational elements or occupational disciplines.

d. POSITION CLASSIFICATION PROGRAM. The position classification program of the Agency encompasses the following:

- (1) The evaluation of new and existing positions to determine proper titles, occupational codes, and grades as applicable to salary and wage systems that include General Schedule, levels 1 through 6 of the Senior Intelligence Service, Federal wage system, lead agency practices, and foreign local wage schedules.
- (2) The conduct of comprehensive position classification reviews of organizational elements or occupational categories.
- (3) The development, implementation, maintenance of, and adherence to, position classification standards that recognize the atypical characteristics of certain Agency occupations and reflect the methodologies of job evaluation systems in use throughout the Federal Government competitive service.
- (4) The authentication and issuance of new and revised staffing complements to reflect approved position classification actions.
- (5) The development, approval, issuance, and maintenance of an official record of all position titles and occupational codes used within the Agency.
- (6) The maintenance of official Agency position descriptions.

e. RESPONSIBILITIES

- (1) The Director of Central Intelligence or designee will:
  - (a) Provide guidance and direction for the development and administration of the Agency's position classification program.

- (b) Approve evaluation criteria for classifying positions into levels 1 through 6 in the Senior Intelligence Service.
  - (c) Approve the classification of positions into levels 1 through 6 of the Senior Intelligence Service.
  - (d) Be the final authority for position classification appeals.
- (2) Deputy Directors and Heads of Independent Offices will:
- (a) Ensure that subordinate managers and supervisors are aware of their responsibility for position classification and position management and the relationship of these functions to such managerial considerations as job/pay equity, efficiency, and economy of operations.
  - (b) Ensure that component managers under their jurisdiction provide documentation prescribed by the Director of Personnel for positions undergoing classification review.
  - (c) Determine whether position classification decisions made by the Director of Personnel as the result of an appeal should be further appealed to the Director of Central Intelligence or designee for final resolution and, if so, ensure that justifications are provided.
  - (d) Ensure draft position classification standards are reviewed by appropriate subordinate officials for accuracy of occupational coverage, proper levels of work, and recommend pertinent changes.
- (3) Managers and supervisors as a part of their managerial responsibilities will:
- (a) Be familiar with and apply the principles of the Agency's position classification system.
  - (b) Ensure the validity of proposed job requirements.
  - (c) Ensure that requests for position classification actions are fully documented in a format prescribed by the Director of Personnel.
  - (d) Prepare written substantive justifications when submitting position classification appeals to the Director of Personnel or to a higher appellate authority.
  - (e) As circumstances dictate, request in writing to the Director of Personnel an extension of the 30 days time limit for submitting position classification appeals.



(4) The Director of Personnel will:

- (a) Establish and administer a centralized position classification program for the Agency consistent with those of other Federal agencies.
- (b) Approve position classification standards for use in classifying Agency General Schedule positions and ensure adherence thereto.
- (c) Adjudicate classification appeals submitted by the head of a component for all General Schedule and wage grade positions under dispute.
- (d) Establish formats to be used by component managers and supervisors in preparing position descriptions and other job information submissions.
- (e) Approve requests from component heads for extension of time limit for submitting position classification appeals based on the merits of each individual request.

(5) The Chief, Position Management and Compensation Division (PMCD), Office of Personnel will:

- (a) Schedule and conduct position classification and position management surveys of organizational elements or by occupational categories.
- (b) Approve and implement classification findings by positions in the General Schedule and for all wage grade positions if appeals by the component head have not been submitted in writing to the Director of Personnel within 30 calendar days after the component has been duly notified of such findings.
- (c) Implement classification decisions made at appellate levels.
- (d) Develop, and after approval by the appropriate authority, issue, apply, and maintain position classification standards.
- (e) Authenticate and issue new and revised staffing complements that reflect approved position classification actions.
- (f) Develop, approve, issue, and maintain the official record of all Agency position titles and occupational codes.

- (g) Provide component heads, the Director of Personnel, and appellate officials with evaluation statements and other data that is supportive of PMCD classification determinations.
- (h) Maintain all official Agency position descriptions.
- (i) Provide justification data in defense of disputed position classification findings to the appellate authority on a priority basis.

f. CLASSIFICATION APPEALS. Classification findings by PMCD concerning General Schedule and wage grade positions may be appealed by the head of a component in writing to the Director of Personnel within 30 calendar days of notification of such findings. The component head may request in writing to the Director of Personnel an extension of the thirty days limit when additional time is necessary for submitting a meaningful appeal, provided that the requested time extension is specifically stated. After review of the appeals, the Director of Personnel will decide which findings will be implemented on staffing complements. If there is disagreement with the decisions of the Director of Personnel, the head of the component may refer the matter to the appropriate Deputy Director who, after review of the determination, may meet with the Director of Personnel to reconcile the issues involved. If the Director of Personnel sustains the original appellate decisions, the Deputy Director may submit an appeal through the Director of Personnel, to the Deputy Director of Central Intelligence for final adjudication.

DON I. WORTMAN  
Deputy Director  
for  
Administration

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ROUTING AND RECORD SHEET

STATINTL

SUBJECT: (Optional)			
FROM: [REDACTED] C/PMCD 1016 Ames		EXTENSION [REDACTED]	NO.  DATE 18 October 1979 STATOTHR
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS
	RECEIVED	FORWARDED	
1.			<p>Bill: STATINTL</p> <p>Attached is a revised draft of HR [REDACTED], an erratum to the previous draft, and a revised Headquarters Notice. The proposed changes to these documents reflect the DDCI's policy decisions concerning the Agency's position classification program as set forth in the attached memo. I suggest that a covering memo be sent from you to the C/RCD through the DD/Pers/P&amp;C and the DD/Pers explaining that since the changes have been approved by the DDCI, no apparent need exists for coordinating the revisions with each directorate or Independent Office. Your efforts to expedite the publication of HR [REDACTED] and the HN would be appreciated.</p> <p>STATINTL</p> <p>[REDACTED]</p> <p>STATINTL</p>
2.			
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HQ. INSTRUCTION SHEET

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
HR [REDACTED]	35 36	6/9/64 3/19/75	HR [REDACTED]	35 36		<p>HR [REDACTED] is updated by a complete revision of content and format. The title of the regulation has been changed and it has been declassified.</p> <p>PEN AND INK CHANGE:</p> <p>In the Table of Contents, page i, please change the title of HR [REDACTED] to "Position Classification."</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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DRAFT A

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~~Synopsis.~~ This regulation prescribes the objective,  
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policy, parameters, responsibilities, and appeal procedure  
that govern the Agency's position classification program.

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DRAFT A

STATINTL

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HR [REDACTED]



11. POSITION CLASSIFICATION

a. GENERAL. The Director of Central Intelligence is authorized to establish salary levels or rates of pay for Agency employees by the Central Intelligence Act of 1949, as amended. The objective of Agency position classification<sup>/1/</sup> is to provide a position grade structure<sup>which will promote</sup> derived primarily<sup>and</sup> from the application of Government-wide evaluation criteria that will insure job/pay equity within the Agency and comparability<sup>/e/</sup> with position grade structures throughout the Federal Government for similar kinds and levels of work.

b. POLICY. Insofar as practicable, it is Agency policy to adhere to:

(1) The basic principles and concepts of the Classification Act of 1949, as amended, for the classification of General Schedule positions.

(2) The intent of ~~the~~ 313, August 1947, for the classification of Scientific Pay Schedule (SPS) positions<sup>/Public Law/</sup>



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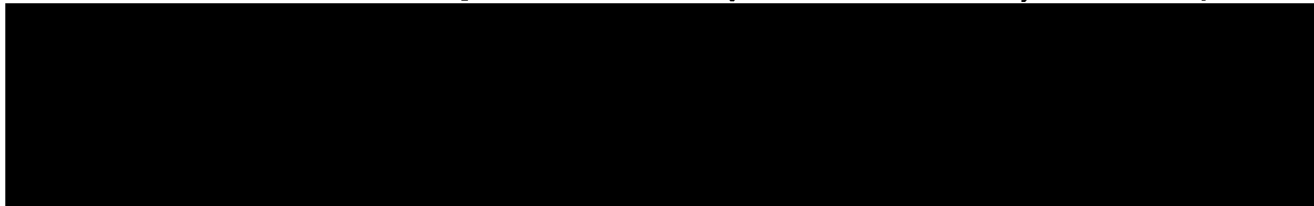
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(3) the provisions of the Government Employees  
/T/  
Salary Reform Act of 1964 for the classification of  
positions at levels IV and V of the Executive Pay Schedule

(4) the Federal Wage System for the classification  
/T/  
of local area wage positions

(5) lead agency pay practices for the classification  
/L/  
of Government Printing ~~(GP)~~ and Graphic Arts ~~(GA)~~ positions



(7) the military occupational classification system  
/T/  
for Agency positions that require the assignment of military  
personnel.

#### c. DEFINITIONS

(1) ~~Position~~. The duties and responsibilities  
/POSITION/  
which, in the aggregate, constitute a job requirement as  
assigned to an employee by Agency management.

(2) ~~Position Classification~~. The data collection,  
/POSITION CLASSIFICATION/  
analysis, evaluation, and approval of positions by salary

→

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or wage schedule, position title, occupational code, and grade.

(3) ~~Position Description~~. The official  
/POSITION DESCRIPTION/  
documentation which describes major duties, responsibilities,  
and related requirements of a position.

(4) ~~Position Classification Standard~~. The  
/POSITION CLASSIFICATION STANDARD/  
criteria approved by the Director of Personnel for  
classifying positions by schedule, title, occupational  
code, and grade.

(5) ~~Survey~~. Comprehensive position classification  
/SURVEY/  
and position management review of organizational elements  
or occupational disciplines.

d. /PROGRAM. The position classification program  
/ POSITION CLASSIFICATION /  
of the Agency encompasses the following:

(1) The evaluation of new and existing positions  
to determine proper titles, occupational codes and grades  
as applicable to salary and wage systems that include  
General Schedule through grade GS-18, ~~Scientific~~ SPS,  
Executive Pay Schedule ~~(EP)~~, federal wage system, lead  
agency practices, and foreign local wage schedules



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→ (2) The conduct of comprehensive position classification reviews of organizational elements or occupational categories |

/./

(3) The development, implementation, maintenance of, and adherence to, position classification standards consistent with job evaluation systems prescribed for use throughout the Federal Government competitive service |

/./

(4) The authentication and issuance of new and revised staffing complements to reflect approved position classification actions |

/./

(5) The development, approval, issuance, and maintenance of an official record of all position titles and occupational codes used within the Agency |

/./

(6) The maintenance of official Agency position descriptions.

e. ~~Responsibilities~~

/RESPONSIBILITIES/

(1) The Director of Central Intelligence or designee will:

(a) Provide policy guidance and direction for  
/P/

→ the development and administration of the Agency's position

H R

→ classification program

./

(b) Approve the classification of supergrade  
/A/  
(GS-16 through GS-18) and ~~Scientific~~ SPS positions

./

(c) Be the final authority for position  
/B/  
classification appeals.

(2) Deputy Directors and Heads of Independent  
Offices will:

(a) Insure that subordinate managers and  
/E/  
supervisors are knowledgeable of the position classification  
/aware of their responsibility for position/  
~~systems as applied in the Agency and the relationships~~  
/classification and position management/  
of these systems to such managerial considerations as job pay  
/functions/ ///  
equity and budgeting

/, efficiency, /L/ /economy of operations./

(b) Insure that component managers under their  
/E/  
jurisdiction provide documentation in accordance with  
formats prescribed by the Director of Personnel for positions  
undergoing classification review

./

(c) Determine whether position classification  
/D/  
decisions made by the Director of Personnel as the result  
of an appeal should be further appealed to the Director of  
→ Central Intelligence or designee for final resolution and,

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if so, ensure that justifications are provided.

(d) Review draft position classification standards for accuracy of occupational coverage, proper levels of work, and to recommend substantive changes.

(3) Managers and supervisors as a part of their managerial responsibilities will: /er/

(a) Be familiar with and apply the principles of the Agency's position classification system.

(b) Ensure the vailidity of proposed job requirements.

(c) Ensure that requests for position classification /it/ actions are fully documented in a format prescribed by the Director of Personnel.

(d) Prepare <sup>written</sup> substantive justifications when submitting position classification appeals to the Director of Personnel or to higher appellate authority.

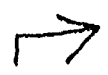
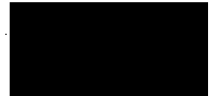
(4) The Director of Personnel will:

(a) Establish and administer a centralized position classification program for the Agency consistent with those of other Federal agencies.

(b) Approve ~~position~~ classification standards /position/ for use in classifying Agency ~~positions~~ and ensure adherence /positions/ thereto. A

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(c) Adjudicate position classification appeals  
/A/  
submitted by the head of a component

(d) Establish formats to be used by component  
/E/  
managers and supervisors in preparing position descriptions  
and other job information submissions.

(5) The Chief, Position Management and  
Compensation Division (PMCD), Office of Personnel will:

(a) Schedule and conduct position classification  
/S/  
and position management surveys of organizational elements  
or by occupational categories

(b) Approve and implement classification findings  
/A/  
for positions in the General Schedule through GS-15 and for  
all wage grade positions if appeals have not been submitted  
by component heads to the Director of Personnel within 30  
calendar days after being duly notified of such findings

(c) Implement classification decisions made at  
/I/  
appellate levels

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(d) Develop, and after approval by the Director  
/D/  
of Personnel, issue, apply, and maintain position classification  
standards



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➔ (e) Authenticate and issue new and revised  
/A/  
staffing ~~complements~~ that reflect approved position  
/complements/  
classification actions

./.  
(f) Develop, approve, issue, and maintain the  
/D/  
official record of all Agency position titles and  
occupational codes

./.  
(g) Provide component heads, the Director of  
/P/  
Personnel, and appellate officials with evaluation statements  
and other data that is supportive of PMCD classification  
determinations

./.  
(h) Maintain all official Agency position  
/M/  
descriptions.

f. CLASSIFICATION APPEALS. Position classification  
findings by PMCD may be appealed by the head of a component  
in writing to the Director of Personnel within 30 calendar  
days of notification of such findings. After review of the  
appeals, the Director of Personnel will decide which findings  
will be implemented on staffing complements. If there is  
/f/  
disagreement with the decisions of the Director of Personnel,  
➔ the head of the component may ~~in company with~~ the appropriate  
/refer the matter to/

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→ Deputy Director, ~~meet with the Director of Personnel to~~  
/who, after review of the determination, may meet with the/  
~~resolve the issues in dispute.~~ If the Director of  
/Director of Personnel to reconcile the issues involved./  
Personnel sustains the original appellate decisions, the  
head of the component, with the approval of the concerned  
Deputy Director, may further appeal the decisions through  
the Director of Personnel to the Director of Central  
→ Intelligence or designee for final adjudication.

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 DON I. WORTMAN  
Deputy Director  
for  
Administration

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